POSITION DESCRIPTION VILAS COUNTY

SECTION I: GENERAL INFORMATION	DRAFT ☐ FINAL ☐
Position Title: HIGHWAY COMMISSIONER	Department: Highway
Immediate Supervisor's Position Title:	FLSA Status/Pay Classification Code:
Highway Committee	Exempt
Original Description Date:	Revised Date:
January 2012	January 2016
Oversight Committee:	Approved Date:
Highway Committee	February 2016
Approved by:	Approved Date:
Human Resources Committee	March 2016

Job Summary:

The Highway Commissioner is responsible for the administration, management, financial, personnel management; long range capital planning and improvements, roadway, fleet, facility, planning, and coordination of department services for the Vilas County Highway Department.

The work is performed under the direction of the County Highway Committee. Pursuant to County Ordinance, the term of service of the Vilas County Highway Commissioner shall be four (4) years, subject to successful annual performance reviews.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Provides leadership in the development and implementation of objectives for department services, programs and goals.
- 2. Manages and administers a safety-oriented highway program, including maintenance of County's road and highway system. Ensures county compliance with state and federal laws, policies and procedures.
- 3. Establishes work rules and performance standards, conducts or oversees performance evaluations and determines, initiates and implements disciplinary actions.
- 4. Develops Departmental administrative and operating policies, practices and procedures.
- 5. Prepares and directs preparation and implementation of departmental budget, based on highway objectives and goals, staffing and resource requirements, capital improvements needs and long range planning.
- 6. Directs and oversees departmental accounting, reporting, and grant funding activities according to prescribed Federal, State and local requirements.
- 7. Supervises and monitors an effective and efficient maintenance program for all County, State, Township structures and highway right of way within the County.
- 8. Directs the purchasing and monitoring of contracted services from consultants, contractors and outside agencies.
- 9. Coordinates Departmental activities with other governmental units within the County and State, with particular attention to the Wisconsin Department of Transportation.
- 10. Oversees the design, drawings, specifications and cost for construction and maintenance of highways, roads and bridges.

- 11. Attends various committee meetings, County Board meetings, staff meetings, public hearings, DOT meetings, and other meetings and conferences when needed.
- 12. Responds to public inquiries and complaints.
- 13. Attends seminars, workshops and conferences to assure that the Highway Department is operating with the most efficient technology available.
- 14. Maintains records and makes reports incidental to the Department.
- 15. Administers Local Road Improvement Program for 14 townships within Vilas County. Administers Municipal Street Improvement Program for the City of Eagle River.
- 16. All other duties as assigned or as necessary for the effective and efficient operation of the Highway Depart.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

	□ Required □ Preferred	□ N/A	Major field of study or emphasis:
🛛 2 Year College Degree	□ Required ⊠ Preferred	⊔ N/A	Rusiness
	☐ Required ☐ Preferred	⊠ N/A	Administration/Management
☐ Other:	☐ Required ☐ Preferred	⊠ N/A	, , , , , , ,

B. Licensure/Certification:

\boxtimes	Required	☐ Preferred		N	/ A
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- Valid WI driver's license and adequate auto insurance.
- Within one year of employment, must obtain a CDL License with B, C and N endorsements.
- Training from an accredited technical school, apprenticeship program, college or university is preferred.

C. Required Work Experience:

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\boxtimes	In addition to Education/Licensure	☐ Instead of Education/Licensure	
•	Four to Six years of work experience in a manage	erial or supervisory capacity and five (5) years of work	
	avnariance in highway operations road construct	tion or related field are required	

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

- Knowledgeable of highway and bridge construction, maintenance procedures, and long-range construction planning as well as budgetary planning, expenditure and control in government.
- Ability to formulate, communicate and enforce policies and procedures and to establish satisfactory working relationships.
- Ability to comprehend and interpret a variety of documents including State, township and other contracts, vouchers, equipment bids, official correspondence, road plans and specifications, accident reports, vacation requests, disciplinary actions, grievances, design and construction manuals, engineering references, State statutes, etc.
- Ability to prepare a variety of documents including equipment specifications, project plans and specifications, resolutions, letters and other correspondence, annual reports, grievance replies, etc. using prescribed computer format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, explain procedures and follow instructions.
- Ability to use and interpret civil engineering terminology.
- Ability to communicate effectively with the Highway Committee and County Board members, DOT personnel, Highway employees, County department heads, government agencies, attorneys, contractors, sales representatives, engineers, consultants, media representatives, the general public and others verbally and in writing and demonstrate solid independent decisions.
- Good basic mathematical skills.
- Demonstrated personal and professional integrity and ability to work well with others.
- Ability to objectively and effectively supervise and resolve complex problems when required.

- Considerable ability to communicate effectively, both orally and in writing.
- Ability to organize and set own and subordinates' work priorities.
- Ability to work independently, possess and utilize strategic planning skills, exercise judgment and effectively utilize authority.
- Knowledge and use of contemporary office equipment, including department-specific programs.
- Ability to regularly work outdoors in extreme and fluctuating temperatures.

SECTION V: RESPONSBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	# of Employees:
Patrol Superintendent	1
Shop Foreman	1
Crew Leader	1
Mechanic	2
Parts Person	1
General Highway Workers	13
Financial Services Coordinator	1
Administrative Assistant	1
Limited Term Employees	Varies

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Cignoture	Date:
Employee Signature:	Date:
Supervisor Signature:	Date:
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Human Resources Signature	Date
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Human Resources Signature:	Date:

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This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.